NOVEMBER/DECEMBER 2024

CSEL35 — COMPUTER ORIENTED OFFICE AUTOMATION (SBS I)

Time : Three hours Maximum : 75 marks

SHANMUGA INDUSTRIES ARTS & SCIENCE COLLEGE LIBRARY

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define Hardware and Software of the computer system.

2. What do browsers meant?

3. How will you insert a page number in the world document?

4. How will you create text box in the word document?

5. How do I automatically copy and paste values in Excel?

6. How do you delete cells in Excel without affecting formula?

7. How do you apply a design template in PowerPoint?

8. What is presentation design template?

9. Why is it called Photoshop?

10. What is the blur tool in Photoshop?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) What is Operating System? Explain types of OS features and examples.

Or

(b) Differentiate system software and operating system software.

12. (a) What are the benefits of a LAN? Are there different types of LANs.

Or

(b) Explain the browsers for email that rank high in speed and security.

13. (a) What are the rules followed for enter a formula in a excel worksheet?

Or

(b) How will you select a cell, a row, a column entire worksheet in Excel?

SHANMUGHA INDUSTRIES ARTS & SCIENCE COLLEGE LIBRARY

14. (a) Explain the types of power point views.

Or

(b) Explain how will you change the background of your slides with color and picture.

15. (a) Explain the organizing of layers in Photoshop.

Or

(b) Explain the difference between Add Layer Mask and Create New Layer.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe the working of e-mail Related: Email Architecture – Application Layer, Computer Networks.

17. Explain the procedure to create a web page.

18. Explain how will you insert a table, columns and rows in a excel worksheet.

19. Describe the procedure for creating a presentation.

20. List the advantages of Photoshop.

———————